

Procedures for Downloading, Reviewing, and Updating HQT Data Submitted for Survey 3, 2004-05

The Florida Department of Education (DOE) is providing all school district MIS offices with special access to files for reviewing, updating, and resubmitting (as needed) Highly Qualified Teacher (HQT) data on Teacher Course records from Survey 3, 2004-05. This is being done to assist Florida's school districts in reporting HQT data that fully complies with federal reporting requirements.

The HQT data-review and data-correction process involves the use of two datasets created by the DOE: one dataset for districts to use in downloading applicable HQT course records from Survey 3, 2004-05, and one dataset for reporting records to the DOE with corrected/updated HQT data that will be incorporated into the DOE's student information database.

The special file for downloading the HQT data, which districts will be able to access via NWRDC on **November 28, 2005**, contains 0405 Survey 3 Teacher Course records in original format for all (and only) core academic courses with the Primary Instructor Indicator coded "Y". The dataset name is **DPS##.GQ.F70673.Y04053** (where ## designates the district number).

The dataset that districts will use to send back to the DOE the updated HQT data (comprising 0405 Survey 3 Teacher Course records in original format) is **DPS##.GQ.F70674.Y04053** (where ## designates the district number). The deadline for submitting corrected HQT data is **December 19, 2005**.

The Highly Qualified Teacher data from the applicable course records should be reviewed and updated by appropriate district staff based on the new/clarified definitions for HQT that comply fully with federal reporting requirements. (These definitions are included in the accompanying memorandum dated Wednesday, November 23, 2005.)

All changes made to HQT data on the resubmitted records will be incorporated into the DOE student information database. Changes made to fields other than the HQT data will not be incorporated into the DOE student information database.

Questions about the review and submission of your district's HQT data may be addressed to Ed Croft (telephone 850-245-9913; e-mail ed.croft@fldoe.org), or contact Education Information and Accountability Services at (850) 245-0400.